HARPER COUNTY

REQUEST FOR COUNTY BOARD ACTION

Items <u>must</u> be received in the Administrator's Office by <u>12:00 Noon</u> on the <u>Thursday</u> prior to the scheduled meeting to be considered.

Item #:	
(Assigned by Administrator)	Ī

Meeting Date: February 24, 2020

Department: Aging

Item Requested: Mobility Manager & Ten Co. Aging Board Member & Travel for

year for Aging and Transportation

<u>Summary of the Issue:</u> Need to know if Harper Co. wants to go in on the Mobility Manager for CTD #9. We need to know by Feb. 27. We are also in need of a Ten Co. Aging Board member to serve on the board.

Travel for Ten County Aging Board Meetings, County Directors Meetings and Cowley Co Housing Board Meeting Last Monday of the month and CTD Meeting (4 times a year)

<u>Background:</u> KDOT is paying the first 2 years and then it will be split after that according to how many goes in with it.

Funding: We will not have to pay until the 3 years.

Recommendation:

TRAVEL REQUEST AND REIMBURSEMENT FORM HARPER COUNTY, KANSAS

Employee Name: Shirley McCartney		Department: Aging Dept.				
PART 1 – TRAVEL REQUEST						
Destination: Wichita, KS	PART 1 - TRAV	EL REQUEST				
·						
Purpose / Justification of Travel: Every 4th	Monday of the mor	th – Jan., March, M	fay, July, Sept.,	Nov. for Ten Co. Aging		
Board meeting. Feb., April, June, August	Oct, for Cowley C	ounty Housing and	County Director	rs Meeting. In Months		
Jan., March, May, July, Sept. and Nov. the		1	Transportation.			
Method of Travel (mark one)	nty Vehicle	Bus		Air		
Train	Private Auto		Other			
		· · · · · · · · · · · · · · · · · · ·				
Date of Departure: 9/11/2019 Date of	Return: 9/13/2019	Are funds budget	ted for this reque	est? Yes 🛛 No 🗌		
Date of Department, 7, 11, 2017						
Budget line: 0%						
Must = 100% #1:	%: #2:	: %:	#3:	<u></u> %		
Department Hend Signature	Department Head Signature Date County Administrator Signature Date					
PART II -	- EXPENSE REPO	RT		Instructions:		
Expense Category		Estimated Total	Actual Total	Prior to Travel:		
A. Lodging for days at per day		\$	\$	Employee completes PART-I		
B. Transportation for miles at cu	rrent rate per mile			and Estimate portion of PART II. Department Head and		
Fare \$.57.5	Total	\$	\$	County Administrator must sign under PART-I to approve		
Meals (Number of): Breakfasts: meals @ per meal.	Total \$	\$	\$	travel.		
Lunches: meals @ per meal.	\$	\$	\$	Post Travel: Requesting Employee		
Dinners: meals @ per meal.	\$	\$	\$	completes Actual PART-II and submits to Department Head for		
C. Fees (Registration, Dues, etc.) ITEMIZ	ED	1		approval with receipts to be		
List:		\$	\$	vouched for next accounts payable.		
D. Miscellaneous (Taxi, Telephone, Tolls	, etc.)ITEMIZED	. φ	d.	1		
List: Cost for Meeting	SESASON	\$	\$	-		
RECEIPTS MUST BE ATTACHED FO APPROVAL	DR TOTALS:	\$	\$			
THE DATE AND A RESIDENCE OF PERSONS HERE AND A STATE OF THE PE	ng pagabang dan sajaran berselah dan berselah sajaran sajaran berselah sajaran berselah sajaran berselah sajar		2000年,第14年,14年末五年第18年2日	a da mara sa		
	PART III – OFFI	The state of the s				
A. Prepaid Registration:		Reconciliation:				
B. Prepaid Travel Reservations:	ender in de la companya de la compa La companya de la co	li Augustus engage. Partegraphica ang kanga				
C. Other:			1. 1 . 1			
Requesting Employee Statement: I certify this actual expense incurred and was accomplished in accordance with the travel authorization and the information hereon is correct.						
authorization and the information hereon	is correct.					
Requesting Employee Signatu	re	Department Hea	d Approval Sign	nature		

Copies: Original to personnel file – Copy to HR – Copy to Department Head

Requesting Employee Signature

What Can the Mobility Manager do for You?

- Perform research and complete studies for agencies that otherwise couldn't.
- Become a trainer: Take train the trainer courses to provide trainings for new and current employees in the CTD #9 region.
- Organize MOUs for coordinating a vehicle loaning program in CTD #9.
- Prepare emergency evacuation plan. Review state safety plan and assist agencies in training and preparation.
- Identify mechanics/shops that are certified to repair/inspect vehicles. Identify locations where
 maintenance needs are not met and develop solutions. Develop maintenance agreements,
 including favorable rates.
- Look at agencies that travel multiple counties and see where connections could streamline services, provide efficiencies in cost, and reduce wear and tear on vehicles.
- Provide Travel Training for passengers. Provide Passenger Assistance Training for drivers.
- Look at the multi-faceted fare structures across the region and identify if fares truly assist with costs or minimize grant assistance and what costs are involved in processing fares, staffing, etc.
- Assist with Public Notices/Meetings.
- Look at specialty trips of DD/ID agencies and nursing facilities to identify best practices or shared ride options; then tie it into travel training with PCA availability on all trips.
- Develop shared procurements.
- · Research new technology and equipment.
- Provide data needed for service planning or grant applications.
- Develop Marketing and Informational Materials.
- Assist customers in finding appropriate transportation options throughout the region.
- Liaison with KDOT and other CTDs.

Mobility Manager

Job Summary (Major objectives of the position): Responsible for working with local public transit and planning agencies as well as human service agencies to coordinate transportation services to improve overall mobility for the general public, with an emphasis on the elderly, low-income persons, and/or persons with disabilities. This position will focus on the movement of people rather than vehicles to ensure choices for the consumer. The mobility manager is responsible to improve business and community support for the transportation organizations. It will require the development and distribution of information that explains how to utilize the available resources in meeting the diverse travel needs of the market it serves. This position serves the entire CTD #9 area, including the following counties:

- Butler
- Cowley
- Harper
- Harvey
- Kingman
- Sedgwick
- Sumner

Primary Job Functions:

- Develop an informational and outreach program for current transportation services and mobility options through, public speaking and media presentations.
- Develop a system of outreach to low-income, socially isolated older and/or disabled adults and assist them in gaining access to needed transportation services.
- Develops and directs the design, production and distribution of specific marketing materials directed at employers, employees, human service agencies and other entities.
- Serves as the liaison/ salesperson to community leaders in an effort to demonstrate how transportation enhances economic development.
- Plans and coordinates special promotional events and activities related to general public transportation.
- Makes public presentations on the benefits of mobility management for the community;
- Builds supportive community networks.
- Develop goals and objectives for sustainability and growth of the Mobility Manager program.
- Researches, develops and writes grant applications for future funding.
- Identify and research corporate, foundation, and government sources of funding for matching funds and new or ongoing programs.
- Cultivate multi-agency partnerships that can reduce costs through efficient and effective transportation coordination.
- Research and assess needs and demands of users, funding, regulatory processes that encourage participation.
- Investigate the feasibility and eligibility requirements of volunteer driver programs and a onecall center for transportation.
- Develop and implement a travel training program.

- Identify possible barriers for transportation to and from jobs and employment support services for individuals with disabilities in rural areas. Develop solutions to remove these barriers.
 - Develops potential for future expansion of transit options across municipal boundaries.
- miles with the design of operational functions that are nontraditional in service delivery.
 - that he will familiar with technological advances that increase travel options and/or convenience.
- g the factor for eals knowledgeable about techniques that foster transit ridership through links with land development.
 - Cultivate multi-agency partnerships that can reduce costs through efficient and effective transportation coordination.
- Develop new ways to remove barriers for transportation to and from jobs and employment services for individuals with disabilities in rural areas.
- Attend appropriate conferences, meetings, and trainings as required and appropriate to the position or as assigned by the CTD #9 Board
 - Participate in Kansas Mobility Managers' Network
- Coordinate:quarterly CTD meetings and provide progress reports to the CTD membership.
 - Perform other related duties as assigned by the CTD.

Minimum Qualifications: Bachelor's degree in public administration, social services, business or related field. A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted. Excellent verbal and written communication skills. Ability to coordinate multiple projects simultaneously. Detail oriented. Computer skills. Possession of a valid driver's license and access to an insured vehicle for work-related travel.

Preferred Qualifications: Master's degree in public administration, social services, business or related field. A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted. Excellent verbal and written communication skills. Ability to coordinate multiple projects simultaneously. Detail oriented. Computer skills. Possession of a valid driver's license and access to an insured vehicle for work-related travel.

SCOPE OF WORK:

Some skills, abilities and competencies that enhance the performance of this position are:

Change agent Problem solver
Innovative thinker Leadership
Collaborative partnerships Negotiator
Conflict resolution Mediator
Persuader Empathy
Communicator Customer focus
Initiator Team builder
Visionary Management skills

- Identify possible barriers for transportation to and from jobs and employment support services for individuals with disabilities in rural areas. Develop solutions to remove these barriers.
- Develops potential for future expansion of transit options across municipal boundaries.
- Leads in the design of operational functions that are nontraditional in service delivery.
- Is familiar with technological advances that increase travel options and/or convenience.
- Is knowledgeable about techniques that foster transit ridership through links with land development.
- Cultivate multi-agency partnerships that can reduce costs through efficient and effective transportation coordination.
- Develop new ways to remove barriers for transportation to and from jobs and employment support services for individuals with disabilities in rural areas.
- Attend appropriate conferences, meetings, and trainings as required and appropriate to the position or as assigned by the CTD #9 Board
- Participate in Kansas Mobility Managers' Network
- Coordinate quarterly CTD meetings and provide progress reports to the CTD membership.
- Perform other related duties as assigned by the CTD.

Minimum Qualifications: Bachelor's degree in public administration, social services, business or related field. A combination of education, training and years of experience that results in demonstrated competency to perform the work may be substituted. Excellent verbal and written communication skills. Ability to coordinate multiple projects simultaneously. Detail oriented. Computer skills. Possession of a valid driver's license and access to an insured vehicle for work-related travel.

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SCOPE OF WORK:

Some skills, abilities and competencies that enhance the performance of this position are:

Change agent Problem solver

Innovative thinker

Leadership

Collaborative partnerships

Negotiator

Conflict resolution

Mediator

Persuader

Empathy

Communicator

Customer focus

Initiator

Team builder

Visionary

Management skills

) Match Amount:

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10,000.00

Agency	Ridership	Percent Share	Tier V2
Wichita Transit	1,262,839	73.19%	\$ 675.00
Starkey Exercise Ex	4 235,828	13.67%	\$ 675.00
Heartsprings	42,051	2.44%	\$ 675.00
Twin Rivers Development	29,103	1.69%	\$ 675.00
KETCH	28,769	1.67%	\$ 675.00
Butler County	18,853	1.09%	\$ 675.00
Sedgwick County	: 16,487	0.96%	\$ 675.00
Envision	13,062	0.76%	\$ \$ \$ 9475.00
Cowley County	12,419	0.72%	\$ 30 475.00
Derby Dash	11,013	0.64%	\$30,000,000,000
Arrowhead West	10,862	0.63%	\$ # 2 475 00
City of Kingman	10,581	0.61%	\$*** 4.475(00
Harper County	8,527	0.49%	\$ \$ \$ \$475.00
Futures Unlimited	6,000	0.35%	\$ \$ 475.00
Harvey County	5,228	0.30%	YS 91 3 7275 00
CPRF (Timber Lines)	5,172	0.30%	\$ 6
Breakthrough	3,743	0.22%	S 27/5 (00
Project Independence	2,204	0.13%	\$ <i>27/5</i> ;(00)
Presbyterian Manor (Newton)	1,840	0.11%	\$ 275 00
Kingman County	435	0.03%	S27/57(00
Presbyterian Manor (Ark City)	332	0.02%	S 27/5,000
	1,725,348	100.00%	\$ 9,975.00

Asbury Park

New 5310

City of Haysville

New 5310

MOSIAC Easter Seals Capper Foundation

Has not provided

Has not provided

Match Amount:

\$

10,000.00

Agency	Ridership	Percent Share	Tier V2
Wichita Transit	1,262,839	77.53%	÷\$
Starkey	235,828	14.48%	\$ 1,200.00
Heartsprings	42,051	2.58%	\$1,200,00¢
B	18,853	1.16%	\$ 1,200.00
Sedgwick County	16,487	1.01%	\$ \$ \$ 800.00
Envision	13,062	0.80%	\$ 800,00
Derby Dash	11,013	0.68%	\$
Harper County	8,527	0.52%	\$ 800.00
Futures Unlimited	6,000	0.37%	\$
Harvey County	5,228	0.32%	E(olo)(olor
CPRF (Timber Lines)	5,172	0.32%	75 30 31:000.003
Breakthrough	3,743	0.23%	5(0)(10)
Dieaktinough	1,628,803	100.00%	\$ 10,000.00

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